

# The College of St. Catherine Student Employment Manual

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# The College of St. Catherine Student Employment

The CSC Student Employment/Human Resource Office is located in Room 8 on the lower level of Derham Hall and assists students in securing part-time positions on campus to help meet a portion of their educational expenses. Students with a demonstrated need for assistance may apply for jobs, which whenever possible, are intended to provide a learning experience. Positions might be that of a library aide, clerical worker, tutor, dining service worker, receptionist, plus a wide variety of other types of employment opportunities.

Students may participate in the campus employment program if they have been awarded Federal College Work Study, Minnesota Work Study, or CSC Work Study by the College of St. Catherine Financial Aid Office AND if they are enrolled in good standing as at least a half-time student at St. Catherine's. Half-time status requires a minimum of 6 credit hours per term for regular undergraduate students, 4 credit hours per term for weekend college students, and 3 credit hours per term for graduate students.

## STUDENT EMPLOYMENT PHILOSOPHY

The emphasis of student employment at CSC is focused on benefits to the students and to the college. Student employment at the college is an integral part of the learning experience by providing opportunities for students to acquire job skills and professional development. Through training, work experience and mentoring, students can take advantage of multiple levels of student employment from entry level positions to teaching, program and research assistants.

- Employment is an important source of financial assistance to the student.
- Work experience is important for the achievement of future career goals.
- The college's commitment to educating students is advanced through student employment. An essential knowledge of work ethics and responsibility is gained through work.
- Services necessary to the operation of the college are provided at a feasible and practical cost through student employment.

## STUDENT RESPONSIBILITIES

Your signature on the Student Employment Certification indicates that you agree to abide by the policies and procedures listed on the Certification and in this handbook. Once hired in a position, you will be expected to:

- Meet or call your supervisor PRIOR to the first week of classes to arrange a work schedule. Entering freshmen should meet with supervisors the first week of classes.
- If you are a returning student worker, send or bring your signed STUDENT EMPLOYMENT CERTIFICATION to the Human Resource Office within one week of receiving them. You will not be issued a timecard until all of your paperwork has been signed and returned.
- If this is your first job on campus, complete the Student Employment Certification, W-4 Form and the top half of the I-9 Employment Eligibility Verification Form. Bring these documents, along with the appropriate documents from the lists on the back of the I-9 form (one document from list A or one document from list B and list C) to the Human Resource Office within three days of receiving them or

arriving on campus. NOTE: The I-9 form must be presented in person with the documents necessary for verification. A timecard cannot be issued until all three documents have been returned.

- Report for work as scheduled and on time.
- Personally contact your supervisor if you will be absent due to illness as early in the work day as possible or according to your supervisor's instructions.
- Ask your supervisor for a change in work schedule or permission for time off at least 24 hours in advance or according to your supervisor's instructions.
- Give a two-week written notice to your supervisor AND the Human Resource Office if you wish to terminate your employment. The Student Employment and Human Resource Office is under no obligation to locate another campus position for you if you quit your job and strongly discourages switching from one campus job to the next during the school year.
- Create some interest in your job; complete all work to the best of your abilities; ask questions; use time well; avoid socializing on the job; use the telephone and computer for College business only; (see Information & Technology policy) be courteous at all times to your supervisor, co-workers, faculty, staff, other students, and guest of the college; dress appropriately on the job (your supervisor will define appropriate dress for your position).
- Complete a class-work schedule form at the beginning of each semester and submit it to your work-study supervisor.
- Act in a professional manner concerning confidentiality of student and college records that you may have access to as part of your job assignments (see Confidentiality policy).
- Meet any other appropriate conditions for employment established by your supervisor.
- In some cases it is possible to increase a student's work award. The student is responsible for contacting the Financial Aid Office in order to request a work award increase.
- Students may schedule the number of hours of work per week that they feel comfortable. The exception to this rule, however, is for those students who are International Student and whose Visas restrict the number of hours that they can work per week. Due to Federal Laws and Regulations, these students may only work 20 hours per week and 40 hours per week during break periods such as J-Term and the summer. No student should exceed 40 hours per week at any time during the year.
- Discuss any work related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor. If you and your supervisor cannot resolve the problem, contact the Human Resource Office.

## SUPERVISOR'S RESPONSIBILITIES

All supervisors will be expected to:

- Make certain all paperwork is completed for a student before she begins work. An I-9 form **MUST** be completed within 3 days of starting work. If a student does not have a timecard, the supervisor should call the Human Resource Office before the student starts working.
- Provide adequate formal written job description that includes all job duties, responsibilities, and standards of appropriate working attire to the student employees.
- Provide adequate training, counseling, and supervision for the student employees.
- Schedule student employees to work not more than 8 hours per day or 40 hours per week during break periods such as Thanksgiving, Christmas, or Mid Term Breaks. International students should not work more than 20 hours per week during the academic periods.
- Keep track of the number of hours each student works to insure that each student has a reasonable chance to earn the award that has been offered.
- Make an effort to work with any student employee who is not performing up to an expected level of performance. Resolve difficulties with a student employee first by discussing the situation with the student **AND** providing the student with a written memo or letter informing the student of your reasons for dissatisfaction with her performance, and if necessary, your intention to dismiss the student. Provide a copy of the memo or letter to the Human Resource Office. The Student Employment Website has sample forms that may assist you in this process.
- Inform students of all special safety considerations pertaining to their job and work environment.
- Provide protective covering for all students if the nature of the job is such that personal attire may be damaged.
- Assist students in properly completing timecards and submit them to the Payroll Office.
- **\*\* All timecards must be signed by the "official" supervisor. \*\***
- Supervisors, **NOT STUDENTS**, should turn in timecards to the Payroll Office **NO LATER THAN 10:00 a.m. ON THE MONDAY FOLLOWING THE PAY PERIOD.** Hours are to be rounded off to the nearest quarter hour unless a time clock is used. Time cards should be carefully examined to insure that all items are complete and correct including dates, time in and out, and student, supervisor signatures, and total hours.
- Notify the Public Safety Office immediately of any injuries that occur while the student is on the job. After hours students should be taken to United Hospitals. Students are eligible to receive compensation for medical expenses, which are a result of work related injury. Contact the Human Resources office for more information.
- Identify returning workers and open positions for next year by the end of the Spring.
- Participate in the job search process by posting all open positions and interviewing for these opening.

## **STUDENT EVALUATIONS**

The department supervisor should formally evaluate student employees during winter term. Evaluations provide an opportunity to give student workers feedback and recognition for their work. The student evaluation is a tool for maximizing productivity from students and an educational experience for better preparing students to be part of the work force. The expected goals of an evaluation of student workers include:

- The development of a communication channel between students and supervisors.
- The setting of goals for student workers to achieve for the next evaluation period.
- The discussing of career opportunities within the field that the supervisor works.
- The providing of positive feedback to the student by discussing strengths and weaknesses.
- The evaluation of the student's strengths and weaknesses as they apply to pursuing career opportunities.
- The recognition of excellent work and the planning of a ladder of advancement for the student worker.

Supervisors and students are encouraged to participate in formal evaluations. The evaluation form, which can be picked up in the Human Resource Office, is to be filled out by the supervisor, discussed with the student, signed by both the student and the supervisor, and forwarded to the Human Resource Office for inclusion in the student's work file.

It is important to use evaluations effectively because they provide an excellent opportunity to make campus employment a positive learning experience for students.

## **HUMAN RESOURCE OFFICE RESPONSIBILITIES**

The Human Resource Offices will:

- Send written communication to students and supervisors, regarding employee issues, concerns, pay policies and training.
- Provide information to the Payroll Office to enable that office to issue student employment checks on a bi-weekly basis.

## **THE COLLEGE OF ST. CATHERINE STUDENT WAGE SCALE**

### **Three-Tiered Wage System**

The 3-tiered system and the rate of pay for each tier is as follows:

- A BASE WAGE of \$7.75 per hour for all students new to a position.
- A RETURNING STUDENT WAGE of \$8.00 per hour for all students returning to a position. The definition of a returning student is that student who has been on the payroll in that same position last academic year.
- ADVANCED WAGE of \$8.25 per hour for all students who take a position that has been classified as advanced.

## **TIMECARDS**

Timecards are sent to student employment supervisors on the Thursday or Friday before the beginning of the time period. If a supervisor does not receive a timecard for a student worker he/she should check with the student to see if all the required paperwork has been submitted to Human Resources. If all the paperwork has been forwarded to Human Resources, the supervisor should contact them about getting a new timecard issued.

If a student has been terminated from her position, the supervisor should submit the first timecard on which the student does not have any hours to the Human Resource Office. The supervisor should write "terminate" across the timecard to inform HR that payroll records should be closed.

## **PAYROLL PROCEDURES**

Students are paid bi-weekly.

Your supervisor will receive timecards for you. Timecards are to be completed accurately, signed and given to your supervisor by the Friday before the pay period ends on Saturday. Supervisors will sign and forward to the Payroll Department or drop box outside of Human Resources. (Some departments have special timecard procedures. If you work in one of those departments, your supervisor will explain the procedure.)

Paychecks may be picked up at the Coeur de Catherine information desk on payday. After payday, checks are picked up at the Student Accounts window in Derham Hall 2nd floor for St. Paul students and at the main reception desk for Minneapolis students. Your signature and I.D. are required to receive your check. At the end of a term, you may leave a self-addressed stamped envelope with the Payroll department to have your check mailed to you. Under no circumstances will students be given payroll advances through the Business Office.

Due to Federal regulations, the Government requires the college to pay FICA, Medicare, Federal and State taxes on periods of non-enrollment. These periods include January term and the summer. Your payroll checks during these periods will reflect the deduction of the taxes.

## **WORK SCHEDULE**

Students' work schedules should be determined before a student is hired. The student and the supervisor should be aware of the hours that a student is available to work per week. If the student knows her employment award, the hours per week can be determined by following this simple formula:

- $\text{Employment Award} / \text{hourly wage} = \text{total hours}$
- $\text{Total hours} / 32 \text{ weeks in school year} = \text{hours/week}$

This calculation does not include January term.

Students are not encouraged to work more than 8 hours per day when classes are in session. During breaks such as January, spring break, and winter break all students may work up to 40 hours per week. Work done during breaks is considered part of a student's financial aid award. Only summer work is not subject to the restrictions of financial aid eligibility.

Students are allowed one paid 15-minute break for every four consecutive hours of work. If students are working an eight-hour day they are entitled to an unpaid 30-minute lunch break.

## **SUMMER EMPLOYMENT**

Students who are interested in summer employment must be registered for classes for the Fall semester or be taking summer classes. Students must also meet the half-time status requirement for summer employment (a minimum of 6 credit hours per term for regular undergraduate students, 4 credit hours per term for weekend college students, and 3 credit hours per term for graduate students). Students who graduated in May are not eligible for summer employment.

Since there are a limited number of summer opportunities for students, students should feel free to approach their current supervisor and ask about employment needs during the summer months. Another option for students is to approach departments on campus to see if there will be any summer positions or by checking out open positions on KatieClick.

Each department determines summer employment wages and earnings are not considered part of a student's financial aid award. Students must report summer earnings as income on their Family Financial Statement when they are applying for financial aid.

## **ACCIDENTS OR INJURIES ON THE JOB**

Safety is the responsibility of every student employee. A good safety record is the result of safe working conditions and common sense safety practices. Sound judgment and safe practices must be exercised in the work habits of all employees.

The College complies with federal and state OSHA regulations. Student employees are expected to comply with all laws, rules, and regulations regarding safety and immediately report any unsafe condition, equipment, or practices to supervisors. Employees must wear any required protective gear. Required guards and other safety devices must be used at all times. Fire protection and prevention practices must be complied with at all times.

All on-the-job accidents or injuries to student employees, no matter how small, should be reported immediately to the employee's supervisor. Students must complete all required reports of injury regardless of how minor the injury may appear to be. Chairs, Directors, Managers, and Supervisors should help ensure that employee injuries are treated, as well as notifying the Human Resources Department at x6565.

## **STUDENT EMPLOYEE DISCIPLINE PROCEDURE**

### **Absenteeism and Tardiness**

Employees, who are unable to report for work on time, must personally report the nature of the absence to their supervisor as far in advance as possible. The employee must give the reason for the absence and indicate when he or she expects to return to work. Employees must call in each day they are absent or tardy, unless otherwise authorized by their supervisor.

Student employees who must leave work before the end of the work day must also personally report the nature of the absence to their supervisor as far in advance as possible, giving the reason for leaving early and securing definite permission to leave early. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Failure to report absences properly may be interpreted by the College to mean that the employee has abandoned his or her position and voluntarily resigned.

### **Disciplinary Guidelines**

For the benefit of student employees and to protect the efficiency and productivity of the College, all employees must observe certain guidelines. Violations of guidelines or policies may result in disciplinary measures that may, depending upon the circumstances and at the discretion of the College, include verbal or written warnings, suspension (with or without pay), or immediate discharge. These disciplinary measures do not constitute an exclusive list of possible actions and may be taken in any order. They are intended as a guide to the student employee and are not intended to create a contract or modify the employment at will relationship.

Management retains discretion to take disciplinary action appropriate to the particular circumstances. Engaging in any of the following examples of unacceptable conduct may result in any of the disciplinary actions discussed above. These examples are intended only as a guide and are not all-inclusive. They are for the information of all employees.

- Discourteous treatment of others.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Failure to accurately complete or permitting another to mark or punch your timecard.
- Theft or dishonesty.
- Falsification or omission of information on any employment record including application or resume.
- Leaving your job without permission.
- Sexual harassment or sexual assault or sexual violence/assault.
- Breach of professional ethics (including but not limited to violation of the consensual relationship policy).
- Failure to follow orders, defiance of orders, or general insubordination.
- Fighting, threats, intimidation, or other disorderly conduct detracting from the efficient operation of the College.
- Smoking in unauthorized areas or at unauthorized times.
- Arrest and conviction for criminal offenses affecting the employee's ability to adequately perform her or his job.
- Disclosure of confidential information.
- Unauthorized possession of weapons.
- Sleeping, wasting time, loitering, loafing, excessive visiting, or failing to exert normal effort on the job.

- Working another job while absent.
- Taking College property without paying for it or without written permission.
- Absenteeism, tardiness and/or early outs.
- Inability to perform assigned work in a manner consistent with College standards of quality and quantity of work.
- Failure to observe safety or sanitation rules.
- Failure to comply with College policies pertaining to personal appearance and cleanliness.
- Failure to report absences as required.
- Reckless, careless or unauthorized use of College property, equipment or materials.
- Improper or profane language.
- Violation of the College's no solicitation rule.
- Failure to complete all necessary reports and records promptly and accurately or failing to report injuries.
- Misuse of College bulletin board.
- Physical or verbal threats.
- Violation of written rules concerning the use, possession, sale, manufacture, distribution, dispensation, transfer, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working, while on the College premises (including lunch breaks and other rest periods), or while using College machinery, equipment, or vehicles.
- Violation of any other College policy.

## **INFORMATION AND TECHNOLOGY USE/MONITORING**

The College provides access to certain communication and information technology resources. This policy applies to the use by faculty, staff, and students of the College's communication and information technology resources (CIT resources), including but not limited to computers, e-mail, voicemail, access to and use of internet services, and other computing, communication and network facilities and services.

This policy contains the general guidelines and governing philosophy for appropriate use of the College's CIT resources. Users of such resources agree to comply with this policy and guidelines. Users are also bound by applicable local, state and federal laws relating to the use of such resources, including but not limited to copyright, security, anti-discrimination, and other laws.

## **TELEPHONE USE**

Telephones are intended for conducting College business. Personal calls, both in coming and outgoing, should be limited. No long distance calls should be made on the job. If one is made you will subject to immediate reimbursement to the college. To facilitate customer service, all student employees are expected to utilize voice mail where appropriate, and respond to calls in a timely manner.

Long distance phone calls should not be made unless directed to do so by your supervisor.

Cell phones must be turned off while you are working.

## **LEGITIMATE USE OF THE COLLEGE'S RESOURCES**

Only authorized persons may use the College's CIT resources for responsible purposes related to the business of the College. Commercial use of these resources, except for authorized College business, is prohibited. Reselling of network services using the College's resources is not permitted.

Users must not permit or assist any unauthorized person to access the College's CIT resources. Without proper authorization, no one may use or attempt to use, either at the College or by means of the College's resources, any system, account, user ID, password, electronic mail address or network address. Without proper authorization, no one may access or attempt to access, either at the College, or by means of the College's resources, any data, computer equipment or computer network. "Access" includes, but is not limited to, reading, writing, creating, deleting, copying, moving, connecting or disconnecting cables or devices, changing equipment settings, wiretapping, and packet snooping. "Data" includes, but is not limited to, e-mail, voice mail, printouts, contents of diskettes or other computer media, and data communications. The College specifically prohibits attempts to disrupt, subvert, or circumvent intended security of any data, communications, system or password.

No one may use the College's CIT resources for inappropriate or illegal uses, as determined by the College. Examples of such prohibited uses include, but are not limited to, deliberate breaching of security, sending abusive, threatening, harassing or offensive messages or material, sending chain letters, mail forgery, unauthorized disclosure of confidential information, deliberate interference with the work of others and the deliberate introduction of computer viruses.

Users are strongly discouraged from using the College's CIT resources for personal use. Excessive personal use, as determined by the College, may result in disciplinary action.

Because Internet e-mail and World Wide Web Uniform Resource Locator (URL) addresses indicate an affiliation with the College, any message posted on an Internet bulletin board, in a forum, in a World Wide Web document or on any other publicly available Internet site which in any manner refers to the College and its programs and services, or which might be interpreted as stating a College position or policy, must be approved by Public Relations.

## **SOFTWARE AND COPYING RESTRICTIONS**

No one may copy or attempt to copy copyrighted software or run or attempt to run illegally copied software (either at the College or by means of the College's resources), or in any other way violate license agreements into which the College has entered. The College reserves the right to access and use any software and associated materials that are developed using the College's CIT resources. To incorporate copyrighted materials into World

Wide Web site content, computer-related courseware, software or associated materials, users must obtain proof of release from the copyright holder prior to its use.

Users must not download or copy files, programs, or data onto the College's computers from on-line services or the Internet.

### **Security**

Each user is responsible for all use of any account, access privileges or Internet address issued to her or him. No one may share use of a personal computer for the purpose of providing use of their computer account or access privileges to other individuals.

Users are responsible for the security of their accounts and passwords. No user may disclose her or his password to anyone, including other College employees. Each user must choose passwords that comply with guidelines for effective password protection.

The College cannot guarantee the privacy of users' computer files, communications, nor the anonymity of any user.

Users are expected to report any suspected security violations.

Users must not defeat or attempt to defeat the College's security systems, such as user ID's or passwords. Users must not intercept or attempt to intercept data communications not intended for that user.

### **Monitoring**

The College reserves the right to immediately monitor any user's e-mail, voice mail, Web pages and computer files for business purposes. Such business purposes may include, but are not limited to: monitoring user performance or productivity, or preventing a suspected significant adverse effect on the College, its employees or customers/clients, such as sexual harassment, the unauthorized disclosure of confidential information, misuse of the College's resources or property, or a violation of law.

The College may override user passwords if it determines such action is necessary for business or administrative purposes.

### **Enforcement**

Alleged violations of this policy will be subject to the procedures outlined in applicable college policy guides, collective bargaining agreements, or other applicable agreements or policies, if any.

Use of the College's CIT resources is a privilege extended in good faith to the employees of the College. Employee accounts are for current College employees only.

The College may administratively suspend with or without notice accounts and network access when, in its judgment, continued use of the College's resources may interfere with the work of others, or places the College or others at risk. The College reserves the right to extend, limit, restrict, or deny privileges or access to its CIT resources.

Users must reimburse the College for expenses associated with claims brought against the College as a result of the user's abuse or negligent use of the College's CIT resources. Users are required to reimburse the College for damage to equipment, software, documentation, data, files or facilities due to negligence or an intentional act by the user.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The College of St. Catherine does not discriminate on the basis of race, color, religion, creed, sex, marital status, national origin, age, disability, or status regarding public assistance with respect to any employment or employment related decisions, such as training, promotion, compensation, benefits, discipline, and discharge.

If a student feels that she has been discriminated against at any point in the student employment process she should contact the Director of Human Resources. Please read the policy in its entirety in the LeGuide.

## **STATEMENT OF NON-DISCRIMINATION FOR EMPLOYEES UNDER TITLE IX AND THE REHABILITATION ACT**

The College does not discriminate on the basis of race, color, sex, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, status with regard to public assistance, membership or activity in state or local commission, in its employment related decisions, such as hiring, training, promotion, compensation, benefits, discipline and discharge.

The Student Employment Coordinator is responsible for coordinating the College's compliance with its non-discrimination policy for student employees. The Director of Human Resources is responsible for coordinating the College's compliance with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable laws and regulations prohibiting discrimination in employment. The Director of Human Resources is Susan Sexton, Derham Hall, Mail F-17, 690-6565.

Complaints by employees that the College has discriminated against them in violation of this policy should be made to and will be investigated by the appropriate governing office.

## **SEXUAL HARASSMENT POLICY**

### **Institutional Policy Statement**

The College of St. Catherine believes that all members of the campus community, on both the St. Paul and Minneapolis campuses, are entitled to an environment, which enables them to develop and contribute to their full capacity. When sexual harassment occurs, the standards of the institution are violated and the environment is disrupted. Sexual harassment is prohibited by law and by the institutional standards at the College of St. Catherine.

Sexual harassment committed on property owned or rented by the College of St. Catherine, by a student, faculty, or staff member against any student, faculty, staff member or visitor is prohibited and shall be considered a violation of this policy. In addition, sexual harassment committed by a student, faculty member or staff member against a member of these groups anywhere other than property owned or rented by St. Catherine's will violate this policy if the alleged conduct adversely and seriously affects the accuser's suitability as a member of the college community. Any person violating this policy is subject to disciplinary action up to and including discharge of an employee or expulsion of a student.

Incidents of sexual harassment may also violate state or federal law. An individual who believes that she/he has been sexually harassed may pursue legal action in addition to filing an internal complaint with the College. Retaliation against an individual who brings a complaint or participates in an investigation of sexual harassment, or pursues legal action, is prohibited and will not be tolerated.

### **Definition of Sexual Harassment**

As defined by the State of Minnesota, "sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, education or...
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment (or) education...
3. That conduct has the purpose or effect of substantially interfering with an individual's employment or education... or creating an intimidating, hostile or offensive employment or educational environment... and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action."

Sexual harassment may include any unwelcome sexual behavior and is not limited by the gender of either the alleged victim or perpetrator. Sexual harassment may include physical or verbal conduct.

### **Complaint Process**

Students, faculty or staff may make a complaint of sexual harassment to any department supervisor or chairperson, the Director of Human Resources, the Director of Student Life or any member of the Administrative Council. Student complaints will be referred for investigation to the Dean of Students. If the complaint alleges that another student is responsible for sexual harassment, the complaint will be resolved in accordance with the student judicial system. Faculty complaints will be referred for investigation to the Academic Dean. Staff complaints will be referred for investigation to the Director of Human Resources.

College personnel (including faculty and staff) are obligated to report all suspected or alleged incidents of sexual harassment to personnel as defined above. Licensed counselors in the Counseling Center, and the clergy in Campus Ministry are not obligated to report the incidents of sexual harassment, since those individuals are viewed as confidential resources.

Complaints need not be in writing. However, every complaint of sexual harassment will be investigated. If during the course of the investigation it is determined that no sexual harassment has occurred, the Sexual Harassment Officer will refer the concern to the appropriate office/staff supervisor for resolution, if appropriate.

The complainant may be requested to submit, in writing, a detailed description of the alleged violation of this policy as well as any additional information considered relevant to an investigation. If it appears that the safety or security of a complainant is in jeopardy, appropriate action will be taken.

An investigation will be conducted by the Dean of Students, Academic Dean or Director of Human Resources, respectively, or their designees. The investigation will afford the accused an opportunity to respond to the allegations. In addition, the complainant and any other persons believed to have information relevant to the investigation may be interviewed. Informal resolution of a complaint may occur prior to, during, or as a result of an investigation, if appropriate and if recommended by the investigator and if acceptable to the complainant.

If the results of the investigation indicate sexual harassment has occurred, the college will take appropriate action. Such action may include sanctions such as counseling, chemical dependency assessment, warning, probation, loss of privileges, housing restrictions, suspension, or expulsion for students and counseling, suspension or termination for faculty and staff.

## **Education and Training**

Responsibility for educating the College community on both campuses regarding the college's Policy Against Sexual Harassment will rest with the Academic Dean, Dean of Students of the St. Paul Campus and the Academic Dean of the Minneapolis Campus. Educational materials and programs will be designed to assist all members of the College community in recognizing and preventing sexual harassment.

## **Consensual Relationships**

Consenting romantic or sexual relationships between faculty/administrators/staff and any student, or between any supervisor and a subordinate, are considered to be unethical and have no place at the College. The respect and trust accorded a faculty/administrator/staff by a student, as well as the power exercised by the faculty/administrator/staff in giving praise or blame, grades, recommendations, etc., greatly diminish the student's actual freedom of choice should sexual favors be requested. Therefore, faculty/administrators/staff are warned against the possible costs of even an apparently consenting relationship. The same is true for all superior/subordinate relationships on campus be they between administrators and faculty or staff, faculty and staff, staff and students or faculty and students.

Any college employee who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, the fundamentally asymmetric nature of the relationship may make it exceedingly difficult to prove mutual consent.

Consistent with the AAUP Statement on Professional Ethics, the College views amorous relationships between faculty and students to be wrong if the faculty member has or has had any professional responsibility for the student either in or out of the classroom. Likewise, no college employee (administrator, faculty, staff or student) shall have an amorous relationship with a student or employee whose work is being supervised by that college employee.

Consenting romantic or sexual relationships between faculty or administrators and students or employees which occur outside the instructional or supervisory context may also lead to difficulty, particularly when the parties involved are in the same instructional or work unit/department. Relationships that the parties involved view as mutual and consensual may be viewed by others as exploitative and may negatively affect the work environment, in that serious conflicts of interest may be perceived to exist. In such cases, faculty or staff members who fail to withdraw from participation in activities or decisions that reward or penalize the student or employee with whom the faculty or staff member is having or has had an amorous relationship will be considered to have committed a serious breach of professional ethics. If such behavior comes to the attention of the College, the College will take appropriate disciplinary action.

## **SEXUAL ASSAULT AND SEXUAL VIOLENCE POLICY**

### **Institutional Policy Statement**

The College of St. Catherine, including both the St. Paul and Minneapolis campuses, does not tolerate sexual assault or sexual violence. Sexual assault in any form, including acquaintance or date rape, is unacceptable. Sexual assault is a violation of the standards of the College community and may be a criminal act under the laws of the State of Minnesota.

Sexual assault and sexual violence committed on property owned or rented by the College of St. Catherine by a student, faculty or staff member against any student, faculty or staff member is prohibited and shall be considered to be a violation of this policy. In addition, sexual assault or sexual violence committed by a student, faculty or staff member against a student, faculty or staff member anywhere other than on property owned or

rented by St. Catherine's will violate this policy if the alleged conduct adversely and seriously affects the accuser's suitability as a member of the College community.

Sexual assault and sexual violence may be violations of State law. The College of St. Catherine encourages individuals who believe they have been victims of sexual assault or sexual violence to pursue criminal action against the alleged perpetrator. An individual may pursue criminal action and an internal college complaint concurrently. Retaliation against an individual who brings a complaint or participates in an investigation of sexual assault or sexual violence or pursues legal action is prohibited and will not be tolerated.

### **Definition of Sexual Assault and Sexual Violence**

Under Minnesota law, sexual assault and sexual violence may include a range of sexual conduct including stranger rape, acquaintance rape, marital rape, same sex assault, child sexual abuse, incest and unwelcome touching or contact. Sexual assault may include sexual penetration (however slight), or sexual contact carried out under coercion, with the threat of force or a weapon, through a position of authority or when the victim is mentally handicapped or physically helpless. Sexual assault may also include physical contact with a person's genital area, other bodily orifices or with a person's buttocks or breasts if the contact or touching is done without consent.

The use of alcohol or drugs by either party is not considered to decrease the responsibility for sexual assault under this policy.

Conduct may be considered sexual assault even if:

- the attacker is someone known to the victim/survivor,
- the assault happens on a date,
- the individuals have engaged in sexual touching and kissing prior to the assault,
- the individuals have had consensual intercourse in the past,
- the individuals are married,
- the individuals are under the influence of alcohol or other drugs,
- there was no weapon involved,
- there was no evidence of a struggle or resistance,

or

- there are no witnesses.

### **Immediate Action**

Any victim of sexual assault or sexual violence should seek immediate medical and emotional assistance. Assistance is available by calling (9-911), the St. Paul Police (651-291 -1111), the Minneapolis Police (612-384-2345), Campus Security (8888), Ramsey County Hospital (651-221-8922) or Hennepin County Medical Center (612-347-3131). Campus Safety and Security will assist victims with initiating police contact and will assist with transportation arrangements to the hospital.

Concerns regarding future security, academic issues or housing arrangements should be addressed to Campus Safety and Security and the Department of Student Life. Students will be notified of the options for, and available assistance in, changing academic and living situations, if so requested by the victim and if such changes are reasonably available.

The College recognizes that any decision to report a sexual assault to the police is the right of the victim. However, college personnel responding to an incident of sexual assault or sexual violence will inform the victim of the options of criminal prosecution, medical assistance and the college's complaint process. Campus personnel will assist the victim with these contacts if requested. In addition, confidential counseling, support resources, academic assistance and alternative housing assignments will be discussed as appropriate. College personnel will

also inform victims of their rights under the Crime Victims Bill of Rights, including assistance from the Minnesota State Crime Victim's Reparations Board and the Minnesota State Office of the Crime Victim Ombudsman.

College personnel (including faculty and staff) are obligated to report immediately all suspected or alleged incidents of sexual assault or sexual violence to the Security Supervisor. Licensed counselors in the Counseling Center, licensed medical staff in the Health and Wellness Center, clergy of Campus Ministry are not obligated to report incidents of sexual assault or sexual violence, since those individuals are viewed as confidential resources.

It is important for victims to preserve any evidence resulting from a sexual assault needed for criminal prosecution. Campus Security and other college personnel will provide assistance in preserving materials considered relevant to the internal complaint process and, when requested by the St. Paul or Minneapolis Police will provide assistance in obtaining, securing, and maintaining evidence needed for criminal prosecution.

The College and the metropolitan area offer a variety of support services, which a victim may wish to utilize for support and counseling:

#### St. Paul Campus resources

Counseling Center 651-690-6805

Health & Wellness 651-690-6714

Campus Ministry 651-690-6724

Student Life 651-690-6617

Student Affairs/Dean of Students 651-690-6778

#### Minneapolis Campus Resources

Counseling Center 651-690-7830

Health Information Center 651-690-7764

Student Services 651-690-7830

Student Affairs/Dean of Students 651-690-6778

#### Off-Campus Resources

Emergency 9-911

St. Paul Sexual Offense Service (SOS) 651-298-5898

Minneapolis Sexual Violence Center 612-871-5111

Rape & Sexual Assault Center 612-825-4357

### **Complaint Process**

Students, faculty or staff may make complaints of sexual assault or sexual violence to any department supervisor or chairperson, the Director of Student Life, the Director of Human Resources, the Security Supervisor, or to any member of the Administrative Council. Complainants will be offered assistance and referral for counseling, medical or other support services. Complaints of sexual assault or sexual violence against a student will be investigated by the Dean of Students office and will be resolved in accordance with the student judicial system. The Director of Human Resources will investigate complaints of sexual assault or sexual violence against a staff or faculty member. Campus Safety and Security may assist with investigations.

Prior to an investigation, the complainant will be reminded of her/his options for criminal prosecution and her/his rights under the Crime Victims Bill of Rights. If it appears that the safety or security of an individual is in jeopardy, appropriate action will be taken.

The Dean of Students office or the Department of Human Resources, as appropriate, will undertake investigations. The investigation will afford the accused an opportunity to respond to the allegations. In addition, persons with information relevant to the complaint may be interviewed. The complainant and the accused have the right to be accompanied by a support person (including an attorney) during any proceeding. Both the complainant and the accused will be informed of the outcome of the investigation.

If the results of the investigation indicate sexual assault or sexual violence has occurred, the College will take appropriate action. If the accused is a student, the Dean of Students may impose disciplinary sanctions including, but not limited to, counseling, chemical dependency assessment, warning, probation, loss of privileges, housing restrictions, suspension or expulsion. If the accused is a staff or faculty member the Director of Human Resources may recommend to the appropriate Administrative Council member disciplinary sanctions including, but not limited to, counseling, chemical dependency evaluation, warning, suspension or termination.

### **Education and Training**

Responsibility for educating the College community on both campuses about sexual assault and sexual violence will rest with the Academic Dean and the Dean of Students of the St. Paul Campus and the Academic Dean of the Minneapolis Campus. Educational materials and programs will be designed to assist all members of the college community in recognizing and preventing sexual assault and sexual violence.

### **Consensual Relationships**

Consenting romantic or sexual relationships between faculty/administrators/staff and any student, or between any supervisor and a subordinate, are considered to be unethical and have no place at the College. The respect and trust accorded a faculty/administrator/staff by a student, as well as the power exercised by the faculty/administrator/staff in giving praise or blame, grades, recommendations, etc., greatly diminish the student's actual freedom of choice should sexual favors be requested. Therefore, faculty /administrators/staff are warned against the possible costs of even an apparently consenting relationship. The same is true for all superior/subordinate relationships on campus, be they between administrators and faculty or staff, faculty and staff, staff and students or faculty and students.

Any college employee who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, the fundamentally asymmetric nature of the relationship will make it exceedingly difficult to prove mutual consent.

Consistent with the AAUP Statement on Professional Ethics, the College views amorous relationships between faculty and students to be wrong if the faculty member has or has had any professional responsibility for the student in or out of the classroom. Likewise, no college employee (administrator, faculty, staff or student) shall have an amorous relationship with a student or employee whose work is being supervised by that college employee.

Consenting romantic or sexual relationships between faculty or administrators and students or employees which occur outside the instructional supervisory context may also lead to difficulty, particularly when the parties involved are in the same instructional or work unit/department. Relationships that the parties' involved view as mutual and consensual may be viewed by others as exploitative and may negatively affect the work environment, in that serious conflicts of interest may be perceived to exist. In such cases, faculty or staff members who fail to withdraw from participation in activities or decisions that reward or penalize the student or employee with whom the faculty or staff member is having or has had an amorous relationship will be considered to have committed a serious breach of professional ethics. If such behavior comes to the attention of the College, the College will take appropriate disciplinary action.

## **List of Victim Rights**

(Published by the Office of Crime Victims Ombudsman)

### **RIGHT TO BE NOTIFIED OF:**

- Plea bargain agreements.
- Changes in court schedules, date, time, and place of sentencing.
- Release of offender from prison or institution.
- Victims Rights.

### **RIGHT TO PARTICIPATE IN PROSECUTION:**

- Right to inform court of impact of crime at pre-trial and sentencing.
- Right to have input in pre-trial diversion program.
- Right to object to plea bargain.
- Right to request speedy trial.
- Right to bring supportive person to pre-trial hearing.
- Right to attend sentencing.
- Right to give written objections to sentence.

### **RIGHT TO PROTECTION FROM HARM:**

- Tampering with a witness is against Minnesota law.
- Witnesses do not have to give their addresses in court.
- Victims have the right to a secure waiting area during court.
- Employers may not discipline or dismiss victims or witnesses who are called to testify in court.

### **FINANCIAL ASSISTANCE**

- Victims may be eligible for financial assistance from the state if they have suffered economic loss.
- Victims may request of the court that restitution be paid.

If you are a crime victim or witness and you believe your rights have been violated, call the:

Office of Crime Victims Ombudsman  
Toll-Free 1-800-247-0390  
or your local victim assistance program

For financial assistance, crime victims may contact the Minnesota Crime Victims Reparations Board, 1821 University Ave., Suite N465, St. Paul, MN, 55104, 1-800-247-0390.

## **ALCOHOL AND DRUG POLICY**

The College of St. Catherine (CSC) recognizes that alcohol and drug use can create health, safety, social and legal problems. CSC is therefore committed to maintaining a safe and healthy work and educational environment, free from the unlawful use of alcohol and drugs. CSC is also committed to complying with the requirements of the Drug Free Workplace Act of 1988 (DFWA) and Drug Free Schools and Communities Act of 1989 (DFSCA). The term "CSC" as used in this policy shall refer to the College of St. Catherine's St. Paul and Minneapolis campuses.

The DFSCA requires CSC, as an institution of higher education, to certify that it has adopted and implemented a drug and alcohol policy as a condition of receiving federal funds. This policy, which will be distributed in writing to each student and employee, contains the following information: Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on CSC property or

as part of any of CSC's activities; A clear statement of the disciplinary sanctions that CSC will impose on students and employees who violate these standards of conduct; A description of the applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol; A description of health risks associated with the use of illicit drugs and the use of alcohol; and description of available drug and alcohol counseling and treatment resources

This policy also contains requirements for complying with the DFWA. CSC will conduct a biennial review of its alcohol and drug program to determine its effectiveness, implement needed changes and insure that disciplinary sanctions are consistently enforced.

## **CONFIDENTIALITY**

Student employees who have contact with and access to confidential information concerning the college and its educational programs (together known as "the College") and not generally known by persons outside the College, must keep such information confidential.

Confidential information may be developed or obtained by a student employee as a result of his/her relationship with the College. Confidential information includes, but is not limited to, the following types of information and other information of a similar nature:

Student information; employee information; operations manuals; College practices; marketing plans, techniques and materials; development plans; financial information; student or applicant lists; personnel and payroll records; records regarding vendors and suppliers; records and files of the College; and other information concerning the business affairs or operating practices of the College.

Confidential information must never be released, removed from the College premises, copied, transmitted, or in any other way used by student employees for any purpose outside the scope of their College employment or revealed to non-College persons without the express written consent of management.

Information stored on the College's computer equipment and disks are confidential and may not be distributed outside the College except in the course of the College's business or as otherwise authorized by management. Student employees may not remove from the College premises any computer equipment, disks, or related technology, product, or information, unless authorized to do so.

## **WORKPLACE THREATS AND VIOLENCE**

Every student employee has a responsibility for safety and security in the workplace. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on College property will not be tolerated.

Any person who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on college property may be removed from the property, at the College's discretion, and will remain off college property pending the outcome of an investigation. If the College determines that violations of this policy have occurred, the College may take appropriate disciplinary action which may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension and/or termination of employment, and/or legal action as appropriate.

All College employees, students and otherwise, are encouraged to notify the Human Resources Department, their immediate supervisor, or Security of any threats or acts of violence which they have witnessed, experienced or have been told that another person has witnessed or experienced. Even without an actual threat or act of violence, employees should also alert the Human Resources Department or their supervisor of any behavior they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or might be carried out on a College-controlled site or is connected to College employment.

All employees who apply for or obtain a protective or restraining order which lists College locations as being protected areas must provide the Human Resources Department or their supervisor with a copy of the petition and declarations used to seek the order, copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Supervisors who receive such information should forward it to the Safety/Security Risk Manager or Human Resources Department.